ST. BARTHOLOMEW'S CHURCH OF ENGLAND SCHOOL
Commonfield, Wigginton, Herts. HP23 6EP
Tel. 01442 822364
www.stbarts.herts.sch.uk
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Early Years Practitioner
Grade: H2

Main purpose

To assist nursery/ reception staff, as part of EYFS team, in working with children on their education and social development and provide a high quality of care.

Key responsibilities

1. Under the direction and supervision of qualified staff assist in the delivery of activities enhancing children's social and educational development implementing effective assessment procedures.
2. Assist in setting up and clearing away of displays and activities, including ensuring that the materials and equipment are safe and clean.
3. Attend to children's personal needs including assisting in children at mealtime.
4. Exchange information with parents/ carers.
5. Assist other staff with the assessment procedures and systems to ensure children's progress and their records are maintained.
6. Some one to one support for children with additional needs.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- Working within a EYFS classroom in a school setting that offers high quality experiences for children aged 3 – 5 years.
- Work will follow the learning patterns appropriate to the setting day under the direction, guidance and direct supervision of a teacher.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.

Knowledge, Skills & Abilities

- Completed a common core programme of induction for working with children.
- Working towards the national occupational standards (NOS) Level 2 in skills for care and development and knowledge/ skills equivalent to current National Qualifications level 2.
- Experience of working with children. Knowledge of a range of learning and play activities.

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Supervision

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems other than day to day problems are referred.
- Communication with early year's pupils to encourage social, educational, and physical development and acceptable behaviour. Exchange of information with other staff, parents/ carers.
- Assisting in the practical learning and play activities of individuals or small groups of children.
- Provides assistance to children on social, welfare and health matters and provides support on behaviour management of children.
- May demonstrate own duties to new or less experienced staff.

Problems, Demands & Decisions

- Working with individuals or small groups of children where work is regularly interrupted, although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to children' personal needs and assisting with behaviour management.
- Resolves day to day problems in relation to learning and play activities.

Dimensions

- None or limited responsibility for finance
- May demonstrate own duties to new or less experienced staff.
- Responsible for the careful and safe use and cleanliness of equipment; also, for recording activities and for the maintenance and updating of confidential pupil records.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads with short periods of greater physical effort, such as lifting children where necessary.
- Assembly and clearing away of equipment.

Working Environment

- Work is normally carried out in a nursery or reception setting, where there is regular exposure to noise and intimate care.